

PLEASE NOTE NEW POLICY EFFECTIVE JULY 1, 2011

To improve your safety and the safety of the clients you serve, all volunteers who assist in areas that are identified as high risk are mandated by the City of Burbank to be fingerprinted and cleared through the Department of Justice.

The areas identified as high risk are:

- Interacting with youth without supervision
- Interacting with older adults without supervision
- Receiving money and / or information considered confidential to our service recipients

The Live Scan Fingerprinting Process

- Complete the Request for the Live Scan Service form attached
- Must show valid I.D. – (Driver's License, State I.D., Military I.D., Passport)
- There is no Charge to RSVP volunteers for Live Scan Fingerprinting
- Process will take 10 – 15 minutes
- The results can take anywhere from a few hours to 30 days, and sometimes longer.

To schedule an appointment for the following dates and times contact:

- Chuck Bishop at (818) 238-5340
- City of Burbank - Management Services Department
- 301 E. Olive Avenue, Suite 100.
- Tuesdays and Thursdays 1:00 p.m. - 5:00 p.m.
- Wednesdays and Friday 9:00 a.m. - 1:00 p.m.
- No fingerprinting June 1 through June 15

On Monday, June 20, fingerprinting will be done at Joslyn Adult Center, 1301 W. Olive Avenue, Burbank. Please call Chuck Bishop at (818) 238-5340 to schedule your appointment and make sure to **identify yourself as an RSVP volunteer**. We will notify you if we schedule other agencies where fingerprinting will be done. The fingerprinting process must be completed by July 1, 2011 in order to avoid a lapse in your volunteer service.

We appreciate your dedication and commitment to the programs you serve and our community. Please do not hesitate to contact me regarding any questions or concerns at (818) 238-5370.

In Appreciation,

Dee Call
RSVP Director

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI: _____ Type of Application: P&R Volunteer
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: R.S.V.P. Volunteer

Agency Address Set Contributing Agency:

City of Burbank- Administrative Svcs.

04703

Agency authorized to receive criminal history information
301 E. Olive Ave.

Mail Code (five digit code assigned by DOJ)
Charles Bishop

Street No. _____ Street or P.O. Box _____

Contact Name (Mandatory for all school submissions)

Burbank, CA 91502

(818) 238-5340

City _____ State _____ Zip Code _____

Contact Telephone No. _____

Name of Applicant: _____
(please print) Last First MI

Alias: _____ Driver's License No. _____
Last First

Date of Birth: _____ Sex: ☐ Male ☐ Female Misc. No. BIL -
Agency Billing Number

Height: _____ Weight: _____ Misc. No: _____

Eye Color: _____ Hair Color: _____ Home Address: _____
Street or P.O. Box

Place of Birth: _____ City, State and Zip Code _____

SOC: _____

Your Number: _____ Level of Service ☒ DOJ ☐ FBI
OCA No. (Agency Identifying No.)

If resubmission, list Original ATI No. _____

Employer: (Additional response for agencies specified by statute)

Employer Name _____

Street No. _____ Street or P.O. Box _____

Mail Code (five digit code assigned by DOJ)

City _____ State _____ Zip Code _____

() _____
Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____ Date: _____
Name of Operator

CITY OF BURBANK

LIVE SCAN (Y49)

ADMIN SERVICES

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Transmitting Agency _____ ATI No. _____

Amount Collected/Billed